

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County Cherokee

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☒ Yes ☐ No

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☒ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☒ Yes ☐ No

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☒ Yes ☐ No

*All hearings and conferences with the court will occur in the courtroom due to social distancing concerns in chambers. **

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☒ Yes ☐ No

** Court reporter will report from the jury box to ensure social distancing from the witness.*

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. **No permanent physical changes shall be made without the approval of the county.**

☒ Yes

☐ No

Clerk has more signage to block seats in the gallery to maintain social distancing. Anticipates exceptions for County members.

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

☒ Yes

☐ No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☒ Yes

☐ No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☒ Yes

☐ No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☒ Yes

☐ No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☒ Yes ☐ No *There is only one public kiosk.*

Keyboard protectors are in place for all public kiosks.

☐ Yes ☐ No *These are being installed 4/29/20.*

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☒ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☒ Yes ☐ No *Clerk has created signage.*

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☒ Yes ☐ No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☒ Yes ☐ No

Face shields are available for all employees who requested one through the employee survey.

☒ Yes ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☒ Yes ☐ No *contingent, at request, as the unknown # of WS in any particular trial*

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☒ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☒ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☒ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☒ Yes ☐ No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☒ Yes ☐ No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

☒ Yes ☐ No

"A mask must be worn when entering this space."

☐ Yes ☐ No

Clerk is creating such a sign.

"The number of people permitted in the courtroom/office is (X)."

☐ Yes ☐ No

Clerk is creating such a sign.

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.



Yes



No

will review when necessary.

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

Chief Judge /District No.

Print Name

Date

APPROVED BY:

Todd Nuccio

State Court Administrator

June 29, 2020

Date



Resuming court services checklist

Charles Borth to: Duane Hoffmeyer

06/29/2020 03:44 PM

Chief,

Attached is the Checklist for Resuming Court Services for Cherokee County, including Clerk's Attachment A, DAJ's Attachment C, AJJ's Attachment C, Attachment D from 3A court reporters, and Child Support Recovery Unit Attachment F. The county attorney did not return his completed checklist, but I did speak with him by phone today. He advised that his answers are generally consistent with the answers provided by the Clerk. He advised that he will be submitting proposed Orders scheduling hearings throughout the morning to avoid congestion. He also advised that when defendants arrive, they will wait in designated chairs in the hallway outside his office in the courthouse basement maintaining social distancing.

My answers in my checklist are based upon information received from other parties and phone conversations. I did not drive to Cherokee (or Storm Lake) to make an independent in-person investigation to confirm the information received.

Also, the Buena Vista County Courthouse is not open to the public at this time, and the county attorney advises that he has no credible information as to when that will occur. I am therefore not submitting the BV checklist at this time pursuant to your email dated June 24, 2020.

Let me know if you need anything further from me.

Charles K. Borth
District Court Judge
Third Judicial District of Iowa



Checklist for resuming court operations.6.29.20.pdf

HJTS AGU 12/20/20 A
CLERK

CHECKLIST FOR RESUMING COURT OPERATIONS

Note: Additional
information + program
since
June 15

District Number 03

Name of County Cherokee

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☐ Yes ☒ No will open to public on June 15, 2020

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☒ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☒ Yes ☐ No

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☒ Yes ☐ No no for Judge need germ shield between judge & atty for staff in chambers and one between witness and reporter in courtroom
Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☒ Yes ☐ No

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. *No permanent physical changes shall be made without the approval of the county.*

I can use signage to block seats in the courtroom, if what Judge decides

☐ Yes ☐ No No overflow rooms available -

Counsel tables are not configured with a germ shield at this point
If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

☐ Yes ☒ No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☐ Yes ☐ No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☐ Yes ☐ No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☐ Yes ☐ No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☒ Yes ☐ No there is only one kiosk available

Keyboard protectors are in place for all public kiosks.

☐ Yes ☒ No none available yet should arrive on 6/15/20

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☒ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☐ Yes ☒ No none available yet

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☒ Yes ☐ No until the courthouse opens on the 15th and then that system will no longer function.

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☐ Yes ☒ No not yet should arrive on 6/15

Face shields are available for all employees who requested one through the employee survey.

☐ Yes ☒ No none requested

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☐ Yes ☒ No not yet should arrive on 6/15/20

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☒ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☒ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☒ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☒ Yes ☐ No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☒ Yes ☐ No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

☒ Yes ☐ No

"A mask must be worn when entering this space."

☐ Yes ☒ No

"The number of people permitted in the courtroom/office is (X)."

☐ Yes ☒ No

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☐ Yes ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

Chief Judge /District No.

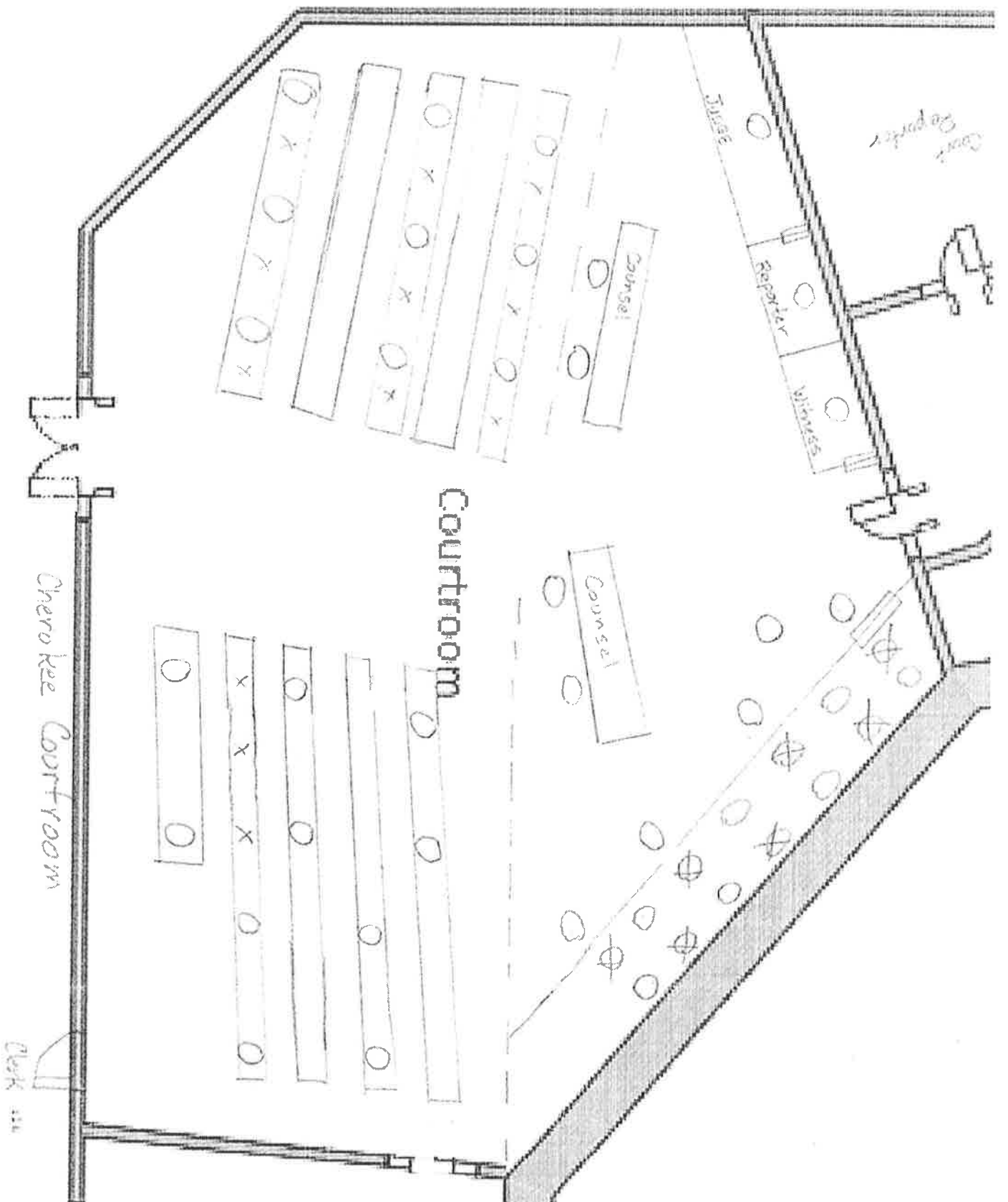
Date

Print Name

APPROVED BY:

Todd Nuccio
State Court Administrator

Date



ATTACHMENT 6
DAJ
CHECKLIST FOR RESUMING COURT OPERATIONS

District Associate
Judge

District Number 3A

Name of County Cherokee - DAJ

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☐ Yes ☐ No

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☐ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☐ Yes ☐ No

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☐ Yes ☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☐ Yes ☐ No

4. Courtrooms/Overflow Rooms - See Clerk's Checklist previously submitted. Enough space is available for any hearings. A jury trial would require more.

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. ***No permanent physical changes shall be made without the approval of the county.***

☐ Yes ☐ No

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

☐ Yes ☐ No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☒ Yes ☐ No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☒ Yes ☐ No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☒ Yes ☐ No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☐ Yes ☐ No

Keyboard protectors are in place for all public kiosks.

☐ Yes ☐ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☐ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☐ Yes ☐ No

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☐ Yes ☐ No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☐ Yes ☐ No

Face shields are available for all employees who requested one through the employee survey.

☐ Yes ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☐ Yes ☐ No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☐ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☐ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☐ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☐ Yes ☐ No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☐ Yes ☐ No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

☐ Yes ☐ No

"A mask must be worn when entering this space."

☐ Yes ☐ No

"The number of people permitted in the courtroom/office is (X)."

☐ Yes ☐ No

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☐ Yes ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

Chief Judge /District No.

Date

Print Name

APPROVED BY:

Todd Nuccio
State Court Administrator

Date

A J J Judge
Society

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County BV and Cherokee

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

Yes

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

Yes Juvenile Court area is already social distanced

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

Yes

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

Yes

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is

limited to where people maintain 6' of distance between each other in all directions. No permanent physical changes shall be made without the approval of the county.

a Yes We plan to try and keep attorneys at different tables and move chairs and benches as necessary. We may have attorneys appear remotely until the whole situation can be organized

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

DON'T KNOW

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

a Yes

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom or by electronic means

Yes

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

NO but we can implement these – especially the call in before coming to court. We would need a secretary in Juvenile Court Services office however since there isn't one

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

Keyboard protectors are in place for all public kiosks.

N/A

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

N/A

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

Face shields are available for all employees who requested one through the employee survey.

Yes

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

Yes

No

There is an adequate supply Of hand sanitizer available on site for each office suite and courtroom.

There is an adequate supply of disposable gloves for each office suite.

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

Yes NO

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

Yes NO

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

1. You have recently been in close contact with someone who has COVID-19.
2. You have tested positive for COVID-19 in the last 14 days.
3. You are experiencing symptoms of Covid-19 per CDC Guidelines"

Yes NO

Upon entering, please maintain 6' of distance in all directions between yourself and others. '

Yes NO

"A mask must be worn when entering this space. '

a Yes NO

"The number of people permitted in the courtroom/office is "
(X).

Yes No

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed

a Yes NO

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

Act Cherokee
I honestly have no real idea what preparations have been made for Juvenile Court in BV. I plan to contact Emergency Management and get PPE for Juvenile Court. I am also going to ask JCS to assist in providing supplies.

→ In Cherokee and Ida, Lisa Grashof has items available.

As far as who is going to clean off tables, etc, I have no idea so I assume I will be doing it and maybe Ashley Herrig in BV. I did ask about that as well.

Chief Judge /District No.

Date

Print Name

APPROVED BY:

Todd Nuccio
State Court Administrator

Date

RESUMING OPERATIONS (3A COURT REPORTERS)

Buena Vista: witness in jury box using lapel mic or mobile mic

Cherokee: reporter in jury box, witness in witness box

Clay: move tables to distance attorneys; witness in jury box -- lapel mic

Dickinson: fine as is (Courtroom B will be getting FTR)

Emmet: no sound system; reporter or witness in jury box; move tables; THIS COURTROOM NEEDS AUDIO!!

Kossuth: fine as is (FTR in place)

Lyon: move witness to reporter spot; reporter to court attendant spot

- Reporter can office in Judge Petersen's former office away from attorneys, or have attorneys go through courtroom to get to judge's chambers.

O'Brien: witness to jury box; use lapel mic

- Reporter can use office in magistrate's courtroom.

Osceola: witness to jury box; reporter in front of bench

Palo Alto: move witness to jury box (FTR in place)

Status of PPE supplies?

3A also would like to have witnesses live whenever possible. We can get witnesses' cell phone numbers and call them when we are ready for them to testify.

Witnesses need to testify without a mask. Not sure about the face shield. At least we can see their mouths.

Spectators sit in gallery and be responsible to social distance if they so choose.

*Cleaning: In between hearings, we need a spray bottle of cleaner to spray the areas as well as Clorox wipes to wipe down all areas in the courtroom where people were at in between hearings (counsel table, witness stand, microphones, door handles, chairs). Are there cleaning supplies/wipes in the out counties?

*If reporters are being asked to clean after hearings, could gloves be provided?

**Transition into coming back to work: Post July 13, come in to work only if you have hearings scheduled. Whatever judge is assigned domestics, their reporter comes in. If your judge has a trial, you come in. If no hearings are scheduled, work from home.

**Discussion was also had regarding whether or not 3A reporters may need to do some sort of a rotation to relieve those reporters who are having a lot of all-day hearings. Hopefully those reporters will ask when they are needing a break!

ATTACHMENT F
Child Support Recovery Unit
(Charlottesville County)

CHILD SUPPORT RECOVERY UNIT

A. Scheduling

- CSRU schedules monthly hearings on a civil motion day. Hearings are generally set in the mornings.
- CSRU will coordinate hearing dates/times with the Clerk.
- CSRU will stagger hearing times to avoid groups of people waiting for hearings.

B. Physical Distancing

- All conversation prior to the hearing will take place in the courtroom or waiting area and not in the jury room as previously done to allow for more distance.
- The CSRU attorney will discuss the case with parties to determine if a resolution can be reached prior to notifying the judge of a need for a hearing.
- The CSRU attorney will make an effort to resolve contempt cases, if possible, prior to hearing so that no appearance is necessary.

C. Masks, Shields, Cleaning Supplies, Hand Sanitizer

- CSRU attorneys will have their own masks available. CSRU attorneys will follow any mask policy set forth by the court.

D. Check-in/Waiting Area

- See above under **Physical Distancing**
- CSRU will revise the proposed Order Setting 252 Hearing by adding a requirement to socially distance at court, to not arrive more than five minutes prior to hearing time, notify of any mask policy, and/or any other requirements by the court.

E. Can all hearings be scheduled to phone and/or video

- As the supervisory requires consent, it is unlikely CSRU hearings will be able to proceed telephonically since one party is generally resistant to CSRU's action. The exception would be motion hearings.

Judge Borth:

I am assigned as the attorney for Child Support Recovery Unit for Cherokee County. I also handle Plymouth County. Cherokee and Plymouth have the same civil motion days. Currently, I have it set that I travel to Cherokee in the morning and Plymouth in the afternoon once a month.

Per your request, attached is CSRU's resumption of court plan.

Currently, I schedule CSRU hearings every 45 minutes. I anticipate that I will schedule hearings every hour and will coordinate with the Clerk so that a CSRU hearing does not conflict with a private hearing. Right now, CSRU has four pending 252 support hearings – two set for July and two for August. CSRU has three pending contempt set for July 20th. I will review the contempts and reset as the hearings are set at the same time. At a minimum, I anticipate that CSRU will schedule two hearings per month in Cherokee County. When I previously handled Cherokee County, I travelled for hearings once every three months or so. Therefore, I anticipate when the pending hearings are caught up that CSRU may not be scheduling monthly – just too difficult to tell at this time.

If you need any additional information, please let me know. Thank you.



Nicole J. Augustine
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Office of the Attorney General of Iowa
650 4th Street, Suite 770

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From: Charles Borth@iowacourts.gov <Charles.Borth@iowacourts.gov>
Sent: Thursday, June 18, 2020 1:46 PM
To: CSRUSP-LEGAL <CSRUSP-LEGAL@iowa.state.us>
Subject: resuming court operations checklist

Liz,

I have been tasked by Judge Hoffmeyer to collect the required checklists for resuming court operations from various stakeholders in BV and Cherokee Counties.

Could you please complete applicable portions of the attached checklist. We would need one for you CSRU responsibilities in BV County and one for Cherokee County.

Of course, any additional input you have would also be appreciated, especially on the topic of what changes you are doing to minimize the number of persons present for court hearings at the same time.

Please return the checklist and additional input to me by noon on 6/25/20.

Thanks.

Charles K. Borth
District Court Judge
Third Judicial District of Iowa